

1. Application Date 10/25/1973		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed  OCT 31 1973    73-544    NOV 9 - 1973	
2. Agency Application No. EP-WS 2		3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Div., Water Supply Section 303 Health Building, 47 Trinity Avenue SW Atlanta, Georgia 30334		4. Person to Contact Bob Byers 5. Working Title Dir., Water Supply 6. Tel. No. 656-4807	
7. ACTION REQUESTED: TO AMEND APPLICATION# 59 <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1935-present		9. Exact Series Title WATER SUPPLY SYSTEMS SPECIFICATION FILE			
10. What is the function of the office in which this record series is created? The Environmental Protection Division is responsible for the maintenance and improvement of the state's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating: the construction of water supply systems throughout the state.  Included are: construction plans, specifications, and related technical data in bound 8 1/2 x 11 volumes.  File is arranged chronologically by year project is approved and thereunder alpha-numerically by project number.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		19	272 30	4 6	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				35	
				This Year's	Last Year's
				Preceding Year's	All Prior Years
				AVERAGE DAILY REFERENCES	
				1	1
				1	1

QUESTIONNAIRE Please an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? ☒ [ ] [ ]
- 14. Is there a duplication of this series in another office or agency? [ ] ☒ [ ]
- 15. Is the information contained in this series ever summarized or published? [ ] ☒ [ ]  
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [ ] ☒ [ ]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [ ] ☒ [ ]
- 18. Could the function be performed if the files were lost or destroyed? ☒ [ ] [ ]
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] ☒ [ ]
- 20. Does the record series provide data as input to an EDP file? [ ] ☒ [ ]
- 21. Does the record series contain documentation produced as EDP printout? [ ] ☒ [ ]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] ☒ [ ]
- (see #25)
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [ ] [ ]

24. REQUIREMENTS. The following requires the files to be kept(see #25) years:

- a. [ ] STATE LAW
  - b. [ ] STATUTE OF LIMITATION
  - c. [ ] AUDIT PERIOD
  - d. [ ] FEDERAL LAW
  - e. ☒ ADMINISTRATIVE DECISION
  - f. [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - [ ] FISCAL YEAR - [ ] OTHER see below , then:

Distribution and Supply Specification File (sub-series 1)--hold in current files area 2 years; transfer to Records Center, hold 3 years; then destroy.

Water Treatment Specification File (sub-series 2)--hold in current files area 2 years; retire to Archives.

Water Treatment filter plants are complex and permanent installations representing large expenditures of public funds. These specifications document the construction plans of filter system plants now in operation and are the only copies available for agency personnel. They are essential to remedy emergency problems or other disruptions in a filter system which might effect the well-being of an entire community

Records Management Officer (Signature) <i>John Pearson</i>		Date <i>10/25/73</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:		Agency Head/Designee <input checked="" type="checkbox"/> Approved [ ] Disapproved	<i>J. Hamilton</i>	<i>10/30/73</i>
		State Auditor/Designee <input checked="" type="checkbox"/> Approved [ ] Disapproved	<i>William M. Dixon</i>	<i>11-8-73</i>
		Secretary of State/Designee <input checked="" type="checkbox"/> Approved [ ] Disapproved	<i>Carroll Hart</i>	<i>11-2-73</i>
		Attorney General/Designee <input checked="" type="checkbox"/> Approved [ ] Disapproved	<i>Robert H. Hill</i>	<i>11-5-73</i>

STATE RECORDS COMMITTEE